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AND FINALLY I DID GET A JOB



OTAB
COFAM

INTRODUCTION

Without boring you to tears, I'd like to tell you a bit about myself. I think you should know this book was written by someone who's had some of the same problems, and maybe felt some of the same feelings you have.

After I got out of school, I had a lot of trouble finding work. I couldn't seem to find **anything**. I remember feeling pretty low some days...as if there was maybe something wrong with me. Just seeing people on their way to work would make me feel bad. And even mad, too.

But I kept looking. I stuck with it. And finally I **did** get a job.

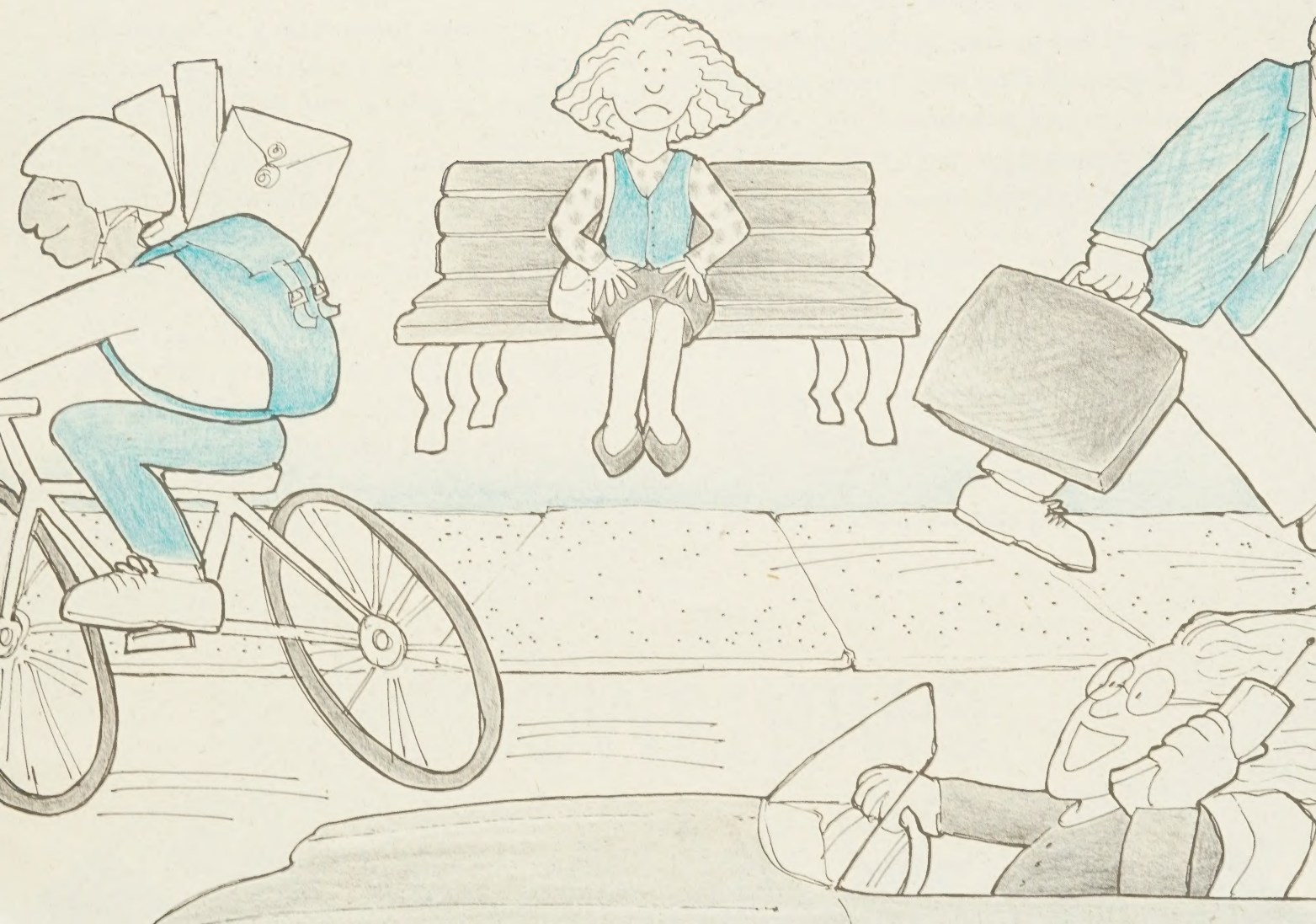
I got a job as a writer. This book is one of the things I wrote. A lot of it's based on what I went through to get a job and I'm hoping if it's good enough, maybe it'll help you get a job too.

But remember, this is a workbook. It's something you've got to **work** with. So do all the exercises and fill in all the blanks as best you can.

And one more thing before you start. You're not alone in this. If there's anything in the book you don't understand, or if I don't explain something well, there are people around you who can help.

Ask your parents and friends how they got their jobs. Or, talk to your teacher or school counsellor about this workbook.

Not having a job can make you feel sad and lonely. But if you really work at it, you'll get one. It takes time.



EVERYBODY'S GOOD AT SOMETHING

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I think a lot of people make the mistake of never deciding what it is they want to do. For the longest time I just wanted a job - **any** job. But it's like anything else; if you don't know what you're looking for, it's pretty hard to find.

So one day I sat down and made a list of all my skills - the things I'm good at doing and like doing. I always liked to write, so I put that at the top of my list.

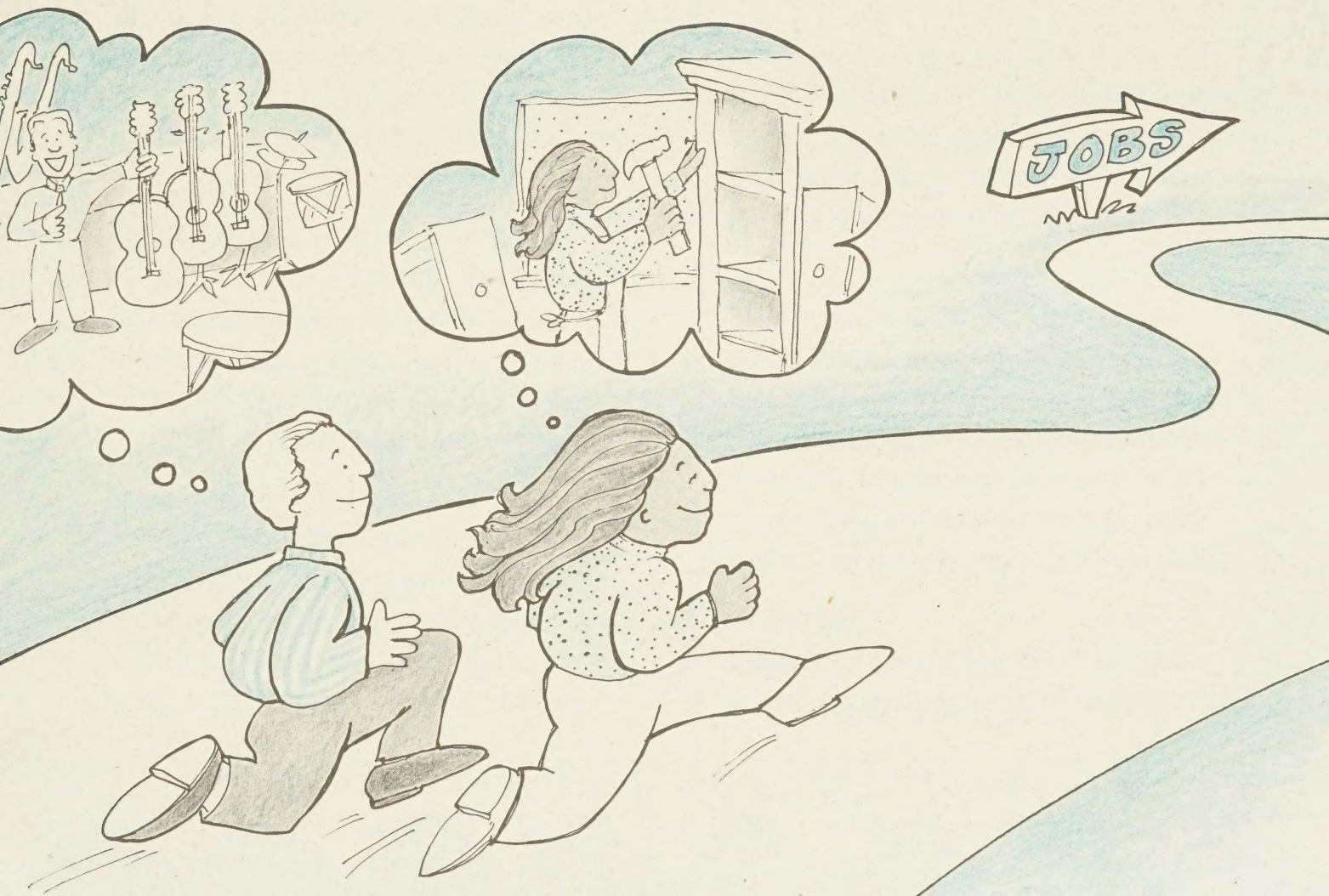
There are things you're good at, too. I know that when you're having trouble finding work it sometimes feels like you're not good at anything. But it's just not true. **Everybody's good at something!**

On page 6 you're going to list **your** skills and some of the jobs that need those skills. But before you start, here are a few things to keep in mind:

- 1 It's not always possible to get a job you like. Work is scarce. But remember that **every** job gives you some sort of experience and can lead to other jobs.
- 2 If you get a job you **like** you'll probably do better at it, enjoy it more, and stay at it longer.
- 3 If the job you want seems a little out of reach right now, work toward it in stages. For example, if you want to be a truck driver, look for a job loading and unloading trucks. If you do well, maybe you'll be promoted to a truck driver's assistant. And from there to a truck driver.

Do the exercise on page 6, I think you'll find it'll help you a lot.

Before you start running,
you better decide where
you're headed. Take some
time and really think about
the kind of job you want.



TRY TO FILL THIS PAGE

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1. On the list below, I want you to list your skills and interests. Skills are anything you like to do and are good at. A skill can be anything from changing the oil in your car to knitting a sweater.
2. Don't be modest. And don't leave anything out because you think it's not important. Think of the courses or shops you studied at school. What stands out in your mind? There just might be a job where you could use that skill.
3. Beside your list of skills and interests, put down all the jobs you can think of that might use those skills. Chances are, if you enjoy the skill, you'll enjoy the type of job it goes with. To get you started, here are some ideas:
4. It may be hard to come up with a lot of different jobs but put down as many as you can.
5. When you're finished, take your list to your school counsellor, teacher, mom or dad, who may come up with skills you didn't think of and even more jobs you could do. He or she can also tell you if there's much **demand** for people who can do the jobs you've listed.
6. On another piece of paper, try to put your list of jobs in order. Think about what you'd most **like** to do for a living. But, list the jobs in order of how much demand there is for them.

Skills/Interests	Jobs
Cooking	Working in a restaurant
Play guitar	Clerk in a music store
Good driver	Truck or bus driver
Taking care of pets	Working as a veterinarian

Skills/Interests

Jobs



YOU NEED A SOCIAL INSURANCE CARD

7

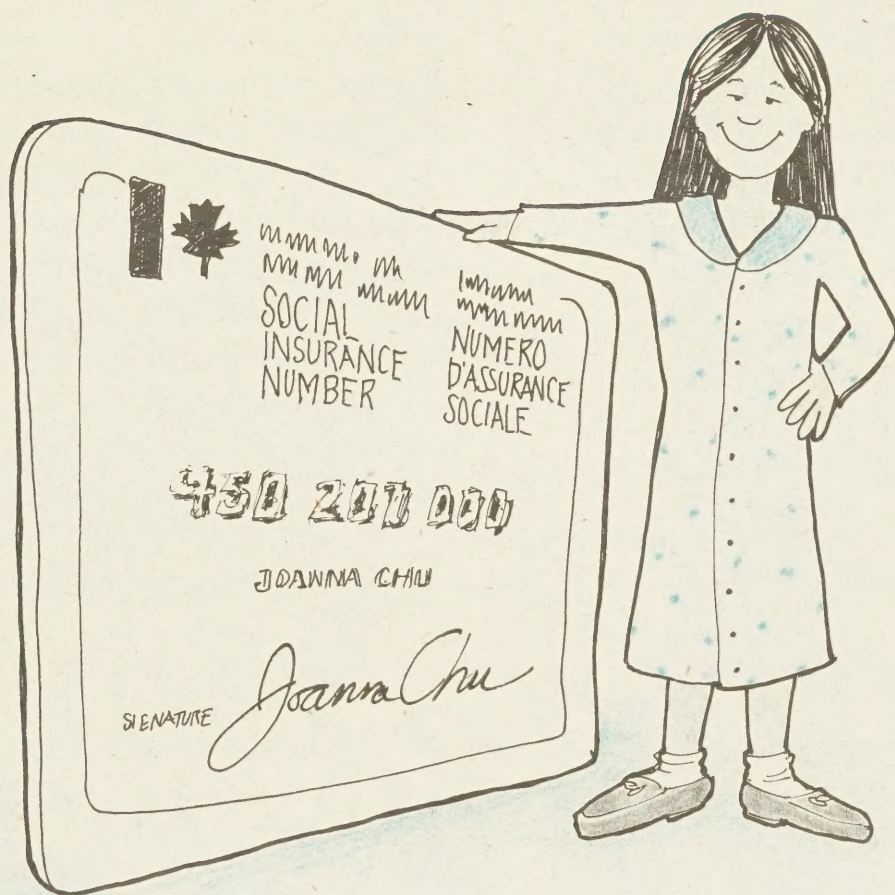
Now that you have a pretty good idea of what kind of work you're looking for, it's time to get started. But there's one more thing you'll need before you can really get going - a Social Insurance card.

If you already have your Social Insurance card, you can skip this page. But if you don't, you're going to have to get one, because nobody will hire you without it.

Here's what to do:

1. Ask for a Social Insurance card application form at any **Canada Employment Centre**. If you live in a remote area, too far from a centre, you can get the forms by mail, and then mail them back with all the necessary identification. For your nearest centre, look in the Blue Pages of the telephone book where government telephone numbers are listed. You'll find a list under "Government of Canada" in the "H" section for Human Resources Development.
2. Fill out the form and show them your birth certificate. If you were born in Newfoundland, a baptismal certificate will do.
3. Show them a second piece of identification, too. You can use anything that has your name on it, like a driver's licence, library card, or Age of Majority card.
4. If you were born outside of Canada, you'll need your Canadian Citizenship card or paper, your Immigration 1000 form or IMM.5179 (plastic) card, or a passport with a landed immigrant stamp. You also need to show them a second piece of identification with your name on it.
5. They'll send the form in for you and you should get your card in the mail in about four to six weeks.
6. You'll be given a receipt when you apply for your card. If you are looking for work before you get your card, take your receipt with you. It will prove to an employer that your card is on the way.

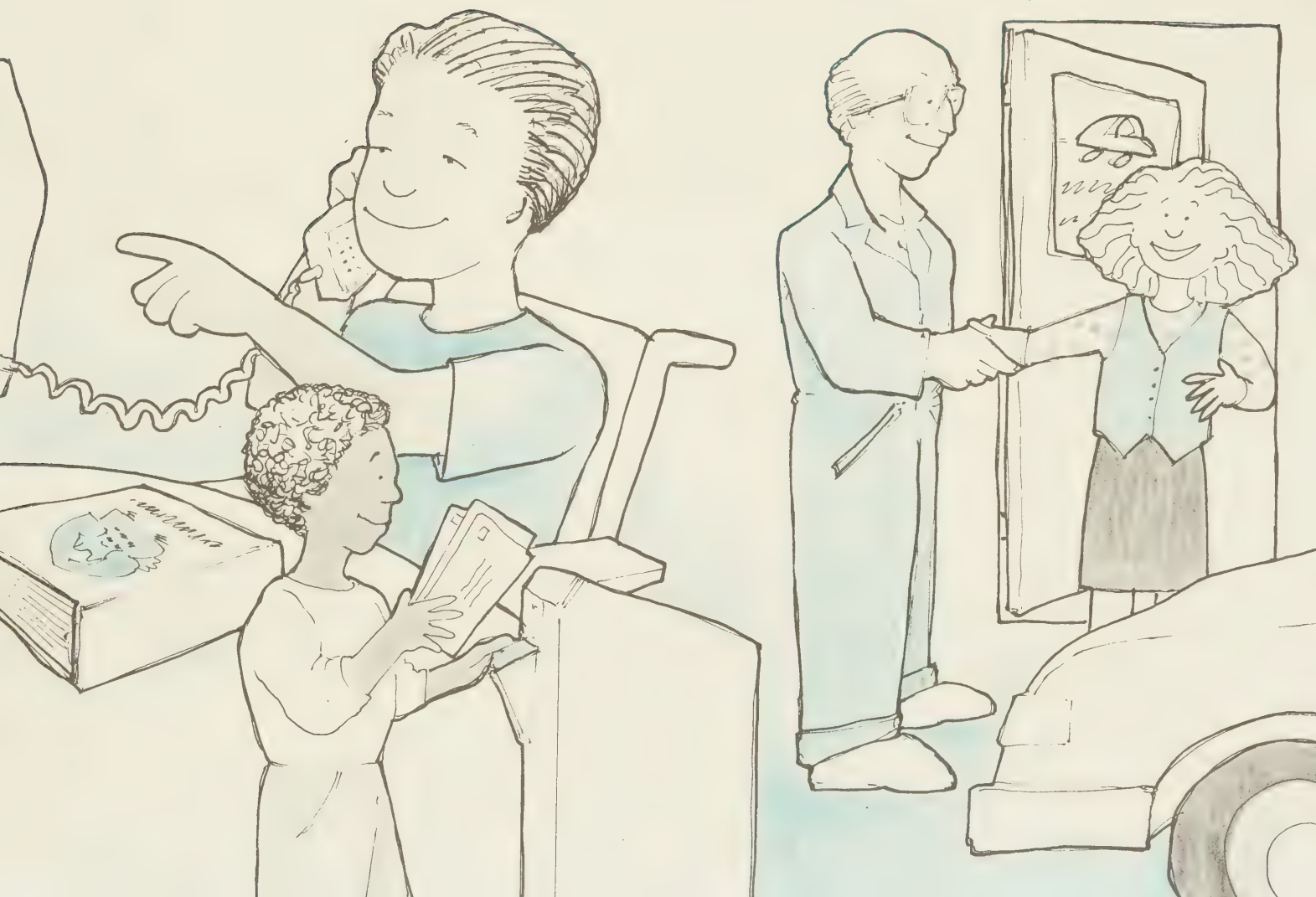
You'll need a Social Insurance card. No one will hire you without it.



HOW AND WHERE TO LOOK FOR A JOB

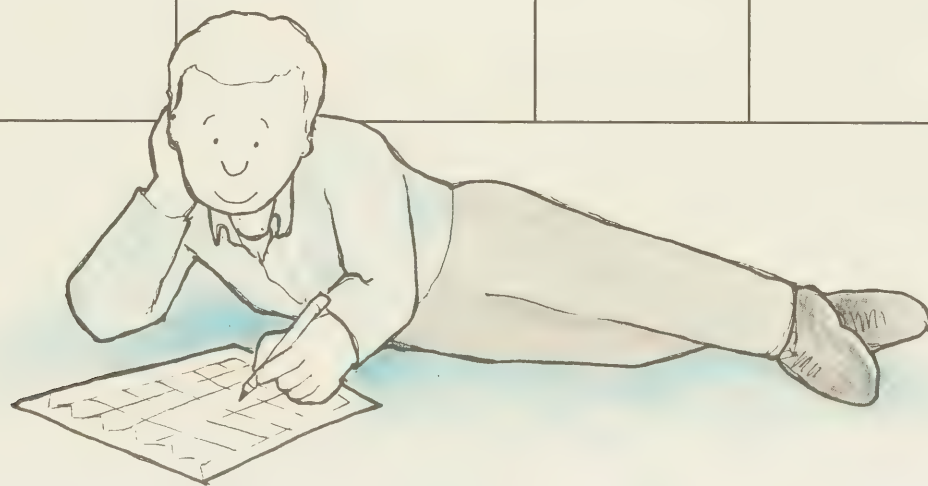
1. **TALK TO PEOPLE** Friends, relatives, high school guidance counsellors, **everyone**. This is no time to be shy. Tell them what kind of job you're looking for, ask them to tell you if they hear of anything, and ask them to check with **their** friends, too. Most people will help if they can, and nobody will get mad at you for asking. It makes sense to have twenty people looking instead of just one. Ask them if they've heard of any job openings in your community and the field you are interested in.
2. **VISIT EMPLOYMENT CENTRES.** Canada Employment Centres and Youth Employment Counselling Centres help people with their job search. Use them. But remember that going to an employment centre is like going for a job interview. Look your best. For more information about these centres, call the OTAB HOTLINE at 1-800-387-5656. It's a free call.
3. **TRY THE WALK-IN METHOD.** Even if there's no job ad in the paper, choose companies you want to work for and visit them. I'll tell you how to use this method on page 13.
4. **TALK TO FORMER EMPLOYERS.** If you've had jobs before, talk to your former employers. If they don't have any openings, they might know of someone who does.
5. **READ THE JOB ADS.** Make sure you check the "Help Wanted" ads in your newspaper every single day. A lot of ads ask for experience, but don't get scared off too easily. If it's a job you think you can do, go after it. If you can convince someone that you have the skills to handle the job, he or she might decide your positive attitude is more important than your lack of experience.
6. On page 11, list all the people you talk to. Under "COMMENTS" write down anything someone said that you should remember, such as "*told me to call The Auto Shop, 555-1234.*" All these lists may seem like a bother, but you'll find that they can really make your job search a lot easier.

Talk to your friends.
Talk to former bosses.
Phone people and send
letters. And knock on
doors.



11

[illegible]



MAP OUT A ROUTE EACH DAY

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You want a job. So how do you let a company know? The best way is to walk right in and tell them.

It can be hard and tiring and maybe only one place in 10 will have a job opening, but this is still about the best way there is to get a job. It's how I got my job.

It's a good idea to plan your time wisely, by mapping out a route each day. For example, if you're looking for a job in a record store, you can plan it so that you visit all the record stores in a certain area of your city or town in one day. That'll save time and money getting around.

Here's a way to do that, step by step:


1. Go through the Yellow Pages of the telephone book and make a list of all the companies that might use someone with your skills. Companies are listed in the Yellow Pages according to what type of business they are. For example, if you're looking for record stores, turn to the Rs until you come to RECORDS, CDs AND TAPES. All the record stores where you live will be listed in that part of the book.
2. Depending on what kind of business it is, there may be hundreds, so list thirty or forty at a time.
3. Write them down, with their addresses. Then use a map to separate the list into different areas of your city or town.
4. Once you have a list, by area, you can drive or take public transit to that area and then visit each place on foot.
5. When you visit an employer, ask if you can speak with the person responsible for hiring new staff. Tell them who you are, what kind of work you're looking for, and ask if you can fill out an application form.
6. On the next page, list all the places you've been. Under COMMENTS write down anything you should remember, like "Call back in June." That way you'll keep track of which places you should check back with from time to time. **Make sure you get the name of the person you spoke to.** That way, you can call back and speak to that person later. Follow-up calls can often lead to a job too.
7. Remember, don't be embarrassed about using the walk-in method.

If you plan your day wisely, you'll save time and money getting around.



JOB-SEARCH RECORD

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Company:		Contact Person:	Position applied for:	Comments



APPLICATION FORMS

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Most employers will ask you to fill out an application form before they'll give you an interview. The way you fill out an application form can mean a lot to an employer. If you don't follow the instructions on the form, he or she will think you won't follow instructions at work. If it's messy, the employer may think you'll be a messy worker. So be careful, and keep it neat.

Filling out these forms can be a little tricky, because every one's a little different. But if you take your time, you'll do just fine. Here are some things to remember:

1. BE NEAT. If your form looks sloppy and hard to read, an employer won't even bother to read it.
2. READ each question TWICE before answering. Always make sure you know **what** is being asked.
3. PRINT IN CAPITAL LETTERS. Try to keep all the letters the same size and keep them between the lines.
4. Use a pen, never a pencil. If you make a mistake, cross it out neatly with a single stroke through each letter or use a white correction fluid.
5. Once you've finished, read over all your answers to check your spelling and grammar. Also ask someone to read it over too to check for mistakes that you may have missed.
6. Don't forget to sign it.
7. A little later in the book is a section on RÉSUMÉS. A lot of the information asked for on an application form can be found on your résumé, so keep it handy when going door to door and filling out application forms.

If your application is sloppy, an employer won't even bother to read it. So take your time and be neat.



APPLICATION FORMS

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Here are some words and phrases that show up a lot on applications and what they mean:

SURNAME: What is your last name?

PERMANENT ADDRESS: Where do you live?

POSITION APPLIED FOR: What job are you applying for?

SALARY OR WAGES EXPECTED: How much do you want to be paid? If you're not sure just print "Open."

DATE AVAILABLE: When can you start work? If right away, print "*immediately.*"

WILL YOU RELOCATE: Will you move to another city if asked?

DUTIES/RESPONSIBILITIES: What did you do at your last job?

A question people often find hard to answer is "*why did you leave your last job?*" Here are some sample reasons. Pick one that applies to you:

- ▲ Returned to school.
- ▲ Looking for more challenge.
- ▲ Looking for better position.
- ▲ Job was complete.

- ▲ Health.
- ▲ To have a child.
- ▲ Relocated.
- ▲ Business closed.
- ▲ Temporary work.
- ▲ Laid off.

The following questions are sometimes found on application forms, but since they are often used to "screen out" candidates, the law says that you don't have to answer them. Leave them blank.

1. **MAIDEN NAME:** (For females). What was your last name before you were married?
2. **DEPENDENTS:** Who will you support with your pay? An example of a dependent would be children, if you have them.
3. **"ARE YOU BONDABLE?"** Have you had a criminal record? Since it's possible for anyone with or without a criminal record to be bonded, anyone could answer "YES" to this question. If you'd like more information about bonding, write for a free copy of "*bonding for ex-offenders*" from The Insurance Bureau of Canada.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Surname		Given Names	
No. and Street		City/Town	Province Postal Code
Home Telephone Number		Languages you speak/read/write	
Business Telephone Number		<input type="checkbox"/> English	<input type="checkbox"/> French <input type="checkbox"/> Others, Specify
Are you willing to Relocate?		Position or type of work sought	Do you have a Driver's Licence?
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION

School	Name and Address	Course of Study	Years Attended From	To	Circle Last Year Completed	Did You Graduate	List Diploma or Degree
High School					1 2 3 4/5	Yes <input type="checkbox"/> No <input type="checkbox"/>	
University or College					1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other (Specify)					1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

EMPLOYMENT EXPERIENCE

Most recent Employer/Name and Address	Name of Supervisor	Position/Title Held	From	Dates of Employment To
	Reason For Leaving		Final Salary	
	Duties/Responsibilities			
Employer/Name and Address	Name of Supervisor	Position/Title Held	From	Dates of Employment To
	Reason For Leaving		Final Salary	
	Duties/Responsibilities			
Employer/Name and Address	Name of Supervisor	Position/Title Held	From	Dates of Employment To
	Reason For Leaving		Final Salary	
	Duties/Responsibilities			

For employment references may we contact your present employer? ☐ Yes ☐ No Former Employers? ☐ Yes ☐ No

OTHER REFERENCES

Name and Occupation	Address	Phone Number

List any skills or other experiences you feel are of value.

The facts set forth above in my application are true and complete. I understand if employed any false statements on this application may be considered sufficient cause for dismissal.

SIGNATURE OF APPLICANT

DATE

WHAT'S A RÉSUMÉ?

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Résumé is a fancy word for something that's really pretty simple. It's a short description of who you are and what you've done - kind of an **ad** for yourself.

It's really an important thing to have. A lot of employers keep résumés handy so that when a job opens up, they can just go through them and pick out the person that sounds right for the job.

Take a minute to look over the sample below and then try writing one yourself. Here are a few things that may help:

1. Under **EMPLOYMENT**, list all the jobs you've ever had - and don't leave any out. If you did volunteer work, cut lawns, or raked leaves, put them down under a separate heading **VOLUNTEER WORK**.

2. Here's a short list of words and phrases that might help describe what you've done:

ASSEMBLE: put parts together

ASSIST: to help someone

FILE OR SORT: put things in the right order

INITIATE: start something

HANDLE: move goods or materials

or look after money

ORGANIZE: turn a plan into action

OPERATE: run machinery

PLAN: decide what should be done and how to do it

PREPARE: get something ready

3. Under **EDUCATION**, put down the **last year** you completed and if you belong to teams or clubs put it down too.
4. If you need help writing your résumé, visit a Youth Employment Counselling Centre or a school guidance office.
5. Your résumé must look neat and tidy, or nobody will bother to read it. To an employer, a sloppy résumé means a sloppy worker. If you don't type, try to get someone to type it for you. If you can't then copy it out yourself. But print as neatly as you can. Then, whether typed or printed, take it to a library or copy shop and make photocopies.
6. From now on, take copies of your résumé whenever you're looking for work, and leave one behind at each place you go.

John Gomez
23 Elm St., Anytown, ON M4R 5K6
555-2345

EMPLOYMENT

Summer 1993 Position:

PUMP ATTENDANT (included minor car repair,
handling of cash, credit receipts, etc.) Al's Auto Service,
1245 Main St. West, Anytown, ON

Summer 1992 Position:

ICE CREAM VENDOR
Dicky Doo Ltd., 333 Centre St., Anytown, ON

Part-time
1989-1991

Position:

PAPER BOY
(Won a bonus and two awards for adding most customers
to route.) Anytown Star, 1 Young St. Anytown, ON

EDUCATION

1991-1993 Baker Secondary School, 100 Oak St., Anytown, ON
Two-year Auto Mechanics Program. B+ average in automotive subjects.
Member: Junior football team, car club, school band.

LICENCES

Driver's Permit

HOBBIES

Working on cars, playing sports, music

REFERENCES

Mr. Robert Hall, Teacher, Baker Secondary School, 555-3456
Mr. Al Campbell, Owner, Al's Auto Service, 555-4567



YOUR RÉSUMÉ

PERSONAL INFORMATION:

Put down your name, address, and telephone number, just as in the sample.

EMPLOYMENT:

List all the jobs you've ever had, starting with the most recent. Put them in the same form as the sample - **when** you worked, position, name of company and address. (If you've never had a job, leave this section out and go to EDUCATION.)

EDUCATION:

List the last year you went to school, the name and address of the school, and anything special you might have done there.

VOLUNTEER WORK:

List all of the volunteer work you've done, the name and address of the organization and the type of work you did.

LICENCES:

If you have any licences, like a hairdresser's licence or a driver's permit, put them here. If you don't have any, just leave this part out.

HOBBIES:

This is a chance to talk about yourself. Put down if you like playing sports, or reading, or listening to music, put it down.

REFERENCES:

List two people who would say good things about you if the employer phoned and asked. Don't use relatives. Teachers, school counsellors and former employers make good references. Put down their names, jobs, where they work, and their phone numbers. But remember, if you're going to use someone as a reference, **ASK THEM FIRST**.

Once you've done your résumé, have someone look it over in case there's anything you've forgotten and also to check for mistakes.

Try writing your résumé here! If you need more space, use your own piece of paper.

NAME:

ADDRESS:

TELEPHONE:

EMPLOYMENT

EDUCATION:

HOBBIES:

REFERENCES:

APPLICATION LETTER

If you hear of a job opening or read an ad in the newspaper, the best thing to do is phone for an interview right away. But some ads ask you to reply in writing. In that case, you should mail or drop off an application letter along with a copy of your résumé. The letter should say where you heard about the job, why you think you could do the job, and ask for an interview.

Just like your résumé and your application form, it's important that your letter be neat. Unlike résumés, you can't just send copies of your application letter. Each job means a new letter. If you can't type it, or get anyone else to type it, then write the letters yourself, and again, make sure they're clean, neat and easy to read. After looking over the sample application letter on this page, try a couple of your own and then have a teacher or employment counsellor look them over.

Make it neat and tidy. Keep it short and to the point.

23 Elm St.,
Anytown, ON
M4R 5K6

January 4, 1994

Mr. David Black, Service Manager
Acme Motor Sales Ltd.,
455 Ivy Ave.
Anytown, ON M4W 1S2

Dear Mr. Black:

This is in response to your ad in the Anytown Sun for an apprentice mechanic.

I have always enjoyed working on cars, and have often made car repairs for friends and relatives. I worked as a pump attendant at Al's Auto on Main Street last summer. I gained a lot of experience there in minor car repairs and maintenance, which I think would be valuable to your company.

I am enclosing my résumé, but would very much like to talk further with you in person.

I look forward to hearing from you.

Yours truly



John Gomez

John Gomez
23 Elm St.
Anytown, Ont.
M4R 5K6

I know interviews can seem pretty scary. I used to hate going to them. But I found the more interviews I went to, the better I got. After a while, I was hardly scared at all. Just like everything else, there are rules to remember. Read this section, practice, and you'll end up almost enjoying interviews.

Before you go to an interview, find out a little about the job you're applying for. An employment counsellor, or someone you know who does that job, should be able to help.

I've written out some of the questions that interviewers seem to ask a lot, so you can practice your answers. If you have any trouble, try **writing** your answers first. Then try to say them out loud. Don't memorize, just say what you've written in your own way.

1. Tell me about yourself.
2. Have you had any experience in this type of work?
3. What are your strengths and weaknesses?
4. What would you like to be doing five years from now?
5. What are your hobbies?
6. What subjects most interested you at school?

7. Do you work well on your own?
8. Do you mind working overtime or on weekends?
9. What do you know about our company?

THINGS TO BRING

1. Bring a pen (one that works!)
2. Bring any papers or documents you might need, such as your Social Insurance card, driver's licence or school reports.
3. Bring two copies of your résumé. One for the interviewer and one for yourself.

RULES

1. **LOOK YOUR BEST.** This is really important. Like it or not, the way you present yourself will mean a lot to someone who's thinking about hiring you.

Wear what you would wear if you got the job and were going to work. If it's an office or sales job, show up in a skirt and blouse or jacket and tie. If it's a job where you don't need to get dressed up, wear casual clothes, but make sure they're clean and there are no holes or buttons missing. If you're not sure how you would dress for the job, always dress better than you think you should. Take a good look in the mirror before you leave for your interview, to make sure your hair is neat, etc.

Make sure you look
your very best when
going for an interview.
First impressions are very
important.



MORE ABOUT INTERVIEWS ²⁹

2. Show up a few minutes early. It'll give you time to catch your breath and relax before the interview.
 3. Don't smoke cigarettes or chew gum.
 4. When you arrive for the interview, say to the person at the front desk, "Hello, my name's _____ and I'm here to see Mrs. _____."
 5. When you enter the interviewer's office, give her a friendly smile and a firm handshake.
 6. Wait until she asks, before you sit down.
 7. Relax, but don't slump in your chair or lean on her desk.
 8. Unless she already knows, she's likely to ask what kind of work you're looking for. Don't answer by saying, "Anything." You've thought about what you want to do, so tell her. But you can add that you'd be interested in trying something else if she asks.
 9. Answer all her questions as fully and truthfully as you can, but try to be brief.
 10. If the interviewer asks a question you don't understand, don't try to bluff your way through it. Just say something like, "I'm sorry, could you repeat that please. I didn't quite understand."
 11. When asked questions about your past, it's okay to take a quick look at your résumé if there's something you can't remember. So keep it handy.
 12. Look right at the interviewer when you speak to her.
 13. Don't try to be funny, swear or use slang.
 14. Don't talk badly about anyone, including former employers.
 15. Don't ask about wages, hours or benefits. You can ask about them after the job has been offered to you. Chances are, the interviewer will tell you about them anyway.
 16. When the interviewer lets you know the interview is over, ask if you can leave a copy of your résumé, thank her, and then leave promptly.
 17. On the way out, thank the person at the front desk.
- I know it seems like I've given you an awful lot to remember about interviews. But don't worry, most of it will come naturally. Like I told you, you'll get better at interviews by having interviews. Ask your family, friends and teachers or employment counsellor to practice with you. They might make some good suggestions.

They're pretty scary at first. But you'll get better with experience. After a while, you may even enjoy them.



KEEPING THAT JOB

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Here's a list of things you can do to make sure you keep the job you worked so hard to get:

1. **BE THERE AND BE ON TIME.**

Make sure you get to work on time and stay as long as you're supposed to. Don't ever miss work without a really good reason. If you are going to be late or you can't come to work, be sure to phone and let your boss know as soon as you can.

2. **DRESS PROPERLY.**

It's a good idea to ask what to wear, once you've been given the job.

3. **GIVE 100 PER CENT.**

Don't let your social life get in the way of your job. Get enough sleep at night so you're not dragging yourself through the day.

4. **ASK QUESTIONS.**

Make sure you understand what your employer wants you to do. There are a

lot of things to learn when you're learning a job, so don't be afraid to ask questions.

5. **BE A GOOD TEAM PLAYER.**

A worker is really part of a team. Learn to get along with people. If you have trouble getting along with a co-worker or your boss, try to look at things from their point of view.

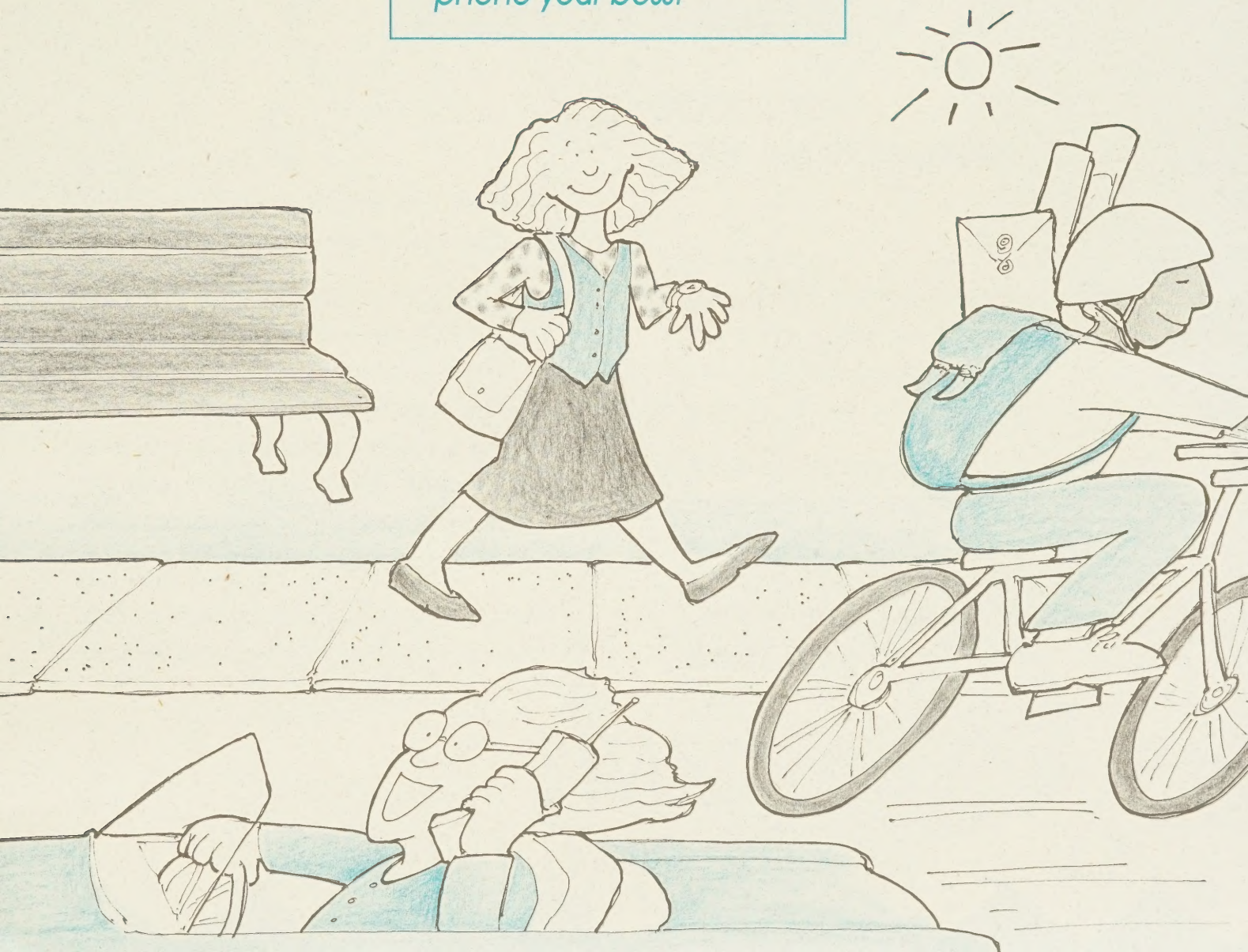
6. **KEEP LEARNING.**

Go to night school. Upgrade your skills by taking courses or reading books.

7. **LEAVE PROPERLY.**

No matter why you leave a job, give your employer at least two weeks notice. Finish as much of your work as you can and tell co-workers about anything that's left to be done. Before you go, ask your employer for a letter that says you were a good worker. It'll be useful if you're ever looking for a job again.

Get to work on time every day. If you are going to be late or you can't come to work, phone your boss.



FINISH LINE

Looking for work isn't easy. In fact, it's probably the hardest job you'll ever have. But stick with it.

Take the time to really think about what you want to do, it'll pay off. Make sure you have all the things you'll need for your job search - a Social Insurance card, a sample application form and a résumé. Make lists of all the places you go and all the people you see, and keep them up to date.

Talk to friends, relatives, former employers, and above all, get out there and knock on doors.

1. **DON'T GIVE UP.**

You may not be offered a job right away. It might take two or three interviews. It might take twenty or thirty. But if you keep trying, it's going to pay off.

2. **BELIEVE IN YOURSELF.**

Anybody who works this hard just to **get a** job will make a good employee. And sooner or later somebody's going to realize it.

**I hope this book helps.
GOOD LUCK!**

Finally getting that job
will make all this hard
work worthwhile.



GLOSSARY

35

ASSEMBLE: put things together

ASSIST: help someone do something

BONDABLE: able to be insured against loss, by an employer

DEPENDENTS: people you support with your pay

FILE: put things in the right order

INITIATE: start something

HANDLE: move goods or materials or look after money

JOB TITLE: the name of your job, for example sales clerk, shipper

JOB DESCRIPTION: what you did at a job, for example assisted, assembled

LETTER OF REFERENCE: a letter from an employer that says you were a good worker

PLAN: decide what should be done and how to do it

REFERENCE: someone who will say good things about you if they're asked

SKILL: something you're good at doing

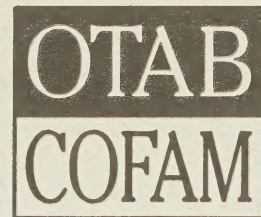
SORT: put things in a certain order

SURNAME: last name

RELOCATE: move to another city if asked

RÉSUMÉ: a paper that says who you are and what you've done

For more information on youth employment programs, call:
**THE OTAB HOTLINE AT
1-800-387-5656**



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